

OSHA INDUSTRIAL HYGIENE SUPERVISOR

Work involves the supervision, coordination, administration, and management of employees engaged in enforcement, consultation, and implementation of the provisions of the North Carolina Occupational Safety and Health Act and related statutes. Work can involve planning, directing and coordinating the work of staff in on-site occupational health inspections; issuing citations, conducting informal conferences, managing case files according to OSH policies and procedures; providing consultative services to organizations requesting assistance in the improvement of their safety programs or participation in the development, interpretation and communication of occupational safety and health standards and rules. An Industrial Hygiene Supervisor trains, supervises and reviews the work of staff assigned to a geographic area of the State, to a statewide program or a central office. An Industrial Hygiene Supervisor may oversee consultations provided to employers including innovative approaches to reduce the number and severity of workplace illnesses and injuries by performing cost/benefit analysis, providing model/sample programs, and may conduct injury and illness trend analysis. Work is performed under the general supervision of a Bureau Chief.

SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning – Employees participate with a Bureau Chief in establishing the Bureau's long and short-term goals and objectives as they relate to operational procedures. Employees plan or assist those supervised in planning all activities including priorities, deadlines, and goals. This includes balancing workloads and establishing priorities to assure prompt reaction and response to inquiries, requests for training or technical advice, or to complaints.

Organizing and Directing – Employees monitor and review Industrial Hygiene Officers' independently developed schedules for training, consultation or inspections. Employees may make minor adjustments in work methods or procedures and may direct adjustments in work schedules or workflow in response to inquiries or requests for training, technical advice, or safety awards and in response to complaints.

Budgeting – Employees are responsible for operating within the established budget and recommend new budget needs such as training materials, equipment and staffing needs to a Bureau Chief. Employees provide direct input to a Bureau Chief with recommendations for expansion budget proposals and justification of needs provided to Deputy Commissioner or Assistant Deputy Commissioner.

Training – Employees orient new employees; perform initial and on-going informal and formal training to the staff in all phases of technical work. Employees are responsible for updating staff relative to new policies, procedures and methods, planning in-service training sessions and evaluating staff performance to determine effects of formal and informal training programs. Employees directly participate as a co-trainer and provide on-the-job training to employees with regard to inspection or consultation techniques.

Setting Work Standards – Employees develop internal policies and procedures for staff based on production goals and quality standards. Employees assure that all policies, procedures and work standards are carried out. Employees draft or recommend changes to operations procedures and work plans, which provide instructions for Staff relative to program strategies and general policies and procedures.

Reviewing Work – Employees regularly audit the performance of the staff through on-site observations, review of work reports and schedules, staff meetings and supervisory conferences.

Counseling and Disciplining – Employees conduct counseling sessions and are involved in both informal and formal disciplinary actions for field and administrative staff. Guidance is received from a Bureau Chief and Human Resources as needed on formal disciplinary actions.

Performing Other Personnel Functions – Employees interview applicants and participate in the selection process. Employees conduct annual performance evaluations and make recommendations regarding salary adjustments and increases.

SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Work is performed independently with responsibility for interpretation of official policy, legislation, court decisions, and administrative and policy interpretations related to regulations and safety and health laws.

Variety of Work Supervised – Industrial Hygiene Supervisors provide both technical and administrative supervision to professional and office support staff engaged in enforcement, training or consultation of safety and health standards with employers.

Number of Employees Supervised - Employees supervise staff at numbers ranging from six to twelve.

III. EXTENT OF SUPERVISION RECEIVED - Employees submit reports and meet with the Bureau Chief on a regular scheduled basis. Major problems or changes to immediate objectives, projects, and methods of operation, organization, personnel and program design are discussed with the supervisor.

IV. SPECIAL ADDITIONAL CONSIDERATIONS:

Supervision of Shift Operations - Working hours are usually 40 per week with daily schedules fluctuating in accordance to the schedules of work site operations visited.

Fluctuating Work Force - N/A

Physical Dispersion of Employees – Employees are located in an area/district of the state, home based or working out of a central administrative office.

RECRUITMENT STANDARDS:

Knowledge, Skills and Abilities – Knowledge of industrial hygiene principles and practices. Ability to understand a variety of equipment found throughout the construction, maritime, agriculture and manufacturing industries. Thorough knowledge of the State and Federal laws, rules, regulations and safety & health standards governing North Carolina work sites. Considerable knowledge of federal and state safety and health codes. Ability to establish and maintain effective working relationships with management, State and Federal officials, and the general public. Ability to communicate effectively in written and oral form. Ability to train and supervise other workers. Ability to use sophisticated inspection testing and measuring equipment.

Minimum Training and Experience Requirements - Graduation from a four-year college or university with a degree in industrial management, industrial hygiene, chemistry, physics, mechanical engineering, chemical engineering or a closely related curriculum and five years of progressive experience in occupational safety and health field; or an equivalent combination of training and experience.

Special Note - This is a generalized representation of positions in this classification and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this classification, but may not be applicable to all positions.